

WEEKLY PROGRESS REPORT

NAME

Supervisor's Signature _____

LABORATORY TIME			
	Time Allocation		
VACATION			
HOLIDAY			
SICK			
PERSONAL			
COMP TIME			
LEAVE W/O Pay			
COURT			
COURT TRAVEL			

Week Ending

Drug Laboratory

RUSH cases*

N/A=No Analysis Needed

SUMMARY

Overtime

SAMPLES ASSIGNED

SAMPLES COMPLETED

SAMPLES IN BACKLOG

QA/QC			
INSTRUMENT MAINT.			
TRAINING			
TRAINING TRAVEL			
MEETINGS			
CASEWORK			
OTHER - IN LAB			
OTHER - OUT OF LAB			
Total All			
Total Out of Lab			

Comments:			
			In Progress

0

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Total time out of lab	0.00
Total time in lab	37.50
Total overtime*	0.00

In Progress

Cases worked on OT				

Type	Case#	Type	#												
															0